

Helena JSEC Meeting Minutes

April 15, 2009

Members Present:

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| Carolyn DeYoung | Blue Cross Blue Shield |
| Gary Willis | Shodair Hospital |
| Robert Ward | Enterprise Rent-a-Car |
| Cathy Wood | Student Assistance Foundation |
| Alan Thompson | UM Helena-College of Technology |
| Larry Westfall | L&S Team Builders |
| Darlene Chamberlin | Helena High School |
| Kelly McArdle | American Federal Savings Bank |
| Tina Whitaker | MT Committee ESGR |
| Anna Kazmierowski | A2Z Personnel Helena |
| Charles Geary | Department of Corrections |
| Sandy Hamlin | Helena Job Service Workforce Center |
| Dave Laber | Helena Job Service Workforce Center |
| Carol Rule | Helena Job Service Workforce Center |

Introductions: Carolyn asked the members to introduce themselves.

Minutes: Tina said she was at the March JSEC Meeting but wasn't listed as present. Gary made a motion for the minutes to be approved with the addition of Tina in attendance. The motion was seconded and passed.

Treasurer Report: Robert reported that the JSEC checking account has \$5,941.36, and the Mike Bullock Scholarship fund is still at \$271.86.

Manager's Report: Carol Rule addressed questions about the Manager's Report since Deb was unable to attend. Gary asked how Job Service was doing on their FTE and funding. Carol said there is no clear picture from the legislature yet on what that will be.

Scholarships: Tina announced that the Scholarship Committee has chosen Janyssa Overturf as our 2009 Mike Bullock Scholarship winner. Janyssa is from Basin, attending Jefferson High School in Boulder. Tina commented that the Committee couldn't make an argument for two scholarships, although there were some great contenders. Thirteen students applied, and there were eight last year. The Committee plans on looking into a simpler process next year, one that won't be quite as subjective. Tina wasn't in a mindset to disqualify for the little things. She felt it was Mike Bullock's intention to look at the bigger picture. Carolyn asked if they were able to get the winner in for the State Scholarship (Fred Unmack). Tina answered affirmatively. Robert wondered if they would qualify under the State criteria. Gary said the State criteria are not going to quite mirror ours, but it is going to be pretty close. Neither Tina nor Sandy have any specific criteria for the State, so Tina sent Chris Janyssa's entire packet hoping that would help the judges make a better decision. Discussion continued on the State criteria and whether or not we wanted to add a second scholarship. Carol and Sandy agreed that in order to qualify for the State, the applicant must be a local winner. Gary indicated that he was going to be on the selection committee. Tina asked Gary if he would address some specific questions about the State scholarship, and he agreed to do so. Robert suggested we get the State criteria, and Gary asked Sandy if she would e-mail Chris for that information. Sandy queried about when we wanted to present the winner her scholarship. Tina

suggested the Conference that we will be holding the middle of May. Depending on Janyssa's availability, we could invite her to the Awards Banquet along with her family member(s). Funds from the Helena JSEC would be used to pay for those Banquet tickets. Darlene said that we might want to check with the High School to see if they have internal awards where those kinds of things are given out in front of the whole student body. She said she knows Helena High has such an awards ceremony. It was decided we would contact Janyssa and leave that up to her. Robert would like the correct spelling of her name so that he can transfer money and make her a check for the \$500.00 Scholarship. Sandy will get that information to him.

The Scholarship winner letter was signed by Carolyn last year. It was decided that the Scholarship Committee would sign this year's letter. Sandy thanked the Committee and asked if the Scholarship Committee was going to be a standing committee. All of those on the Committee this year (Tina, Alan, Cathy and Anna) agreed that they would like to serve again. Sandy said she thought that would make for more consistency and bring in new ideas for our scholarship. The JSEC Members applauded the Scholarship Committee's work.

Conference: Sandy shared with the members how the minutes from March were progressing concerning the Conference. She clarified the cost of a certain food item. Also, last month we tabled whether or not we wanted to sponsor some or part of the Conference in addition to our current donations. Chris had asked during one of her meetings with Sandy if the Helena JSEC was going to donate monetarily towards the Conference. Gary suggested we wait until the Conference is over to determine if we can make a donation.

Darlene's business class is going to assist us with stuffing goodie bags. Cathy brought in several things to add to the bags. Gary asked if anyone had contacted Diamond Construction as he had information that they were willing to donate. Dave will contact Diamond Construction. Sandy passed out the sheets to sign up for donations to goodie bags and for selling 50/50 tickets. Anna had a finished bag to show everyone, which all agreed will work great.

Dave did get in touch with John Harrington at the Business Briefs, and an ad has been placed with him.

Last month we discussed who would be the MC for the Awards Banquet. Sandy spoke to Chris and she determined that Cal, her, or someone else from MSEC would be the MC.

Dave mentioned that he did talk to Fort Harrison Museum and they are going to be open from 1:00 to 5:00 Monday (not their normal hours). This will give those going to the Early Bird an opportunity to go visit the museum (highly recommended). Also, there has been a link placed on the MSEC website for information about all of the Early Bird activities. This includes Spring Meadow Park, Military Museum, and Archie Bray Foundation. Sandy reminded everyone that Dave is heading up the golf if anybody wants to golf. The deadline to sign up is May 4th (you may be able to get in later). Dave added that you can golf on a premier golf course for \$45.00, \$28.00 for a golf cart. Contact Dave if you or anyone you know is interested.

Chris e-mailed Sandy and asked her to pass on information about nominations for new officers for MSEC. They are looking for a treasurer and vice chair. The vice-chair position is of succession, meaning they will move automatically to chair and then past chair. So there is a long-term

commitment there. They need those nominations by May 8. Please let Chris know if you are interested. Gary gave us a little history of the MSEC since he serves as Region 2 representative. Also, Carolyn is a past Chair of MSEC. Gary believes the only criteria are that you have to be a local JSEC member. Carolyn added that you have to serve in another capacity on the committee before becoming the chair.

Career Fair Update: Carol addressed our questions about the Career Fair. She noted that many of the JSEC Members were present at the Career Fair. There was a decline in vendors this year, which was anticipated. There was definitely an increase in attendance by the public however. The vendors seemed to be extremely happy with the traffic. Carol said that Job Service normally gets the evaluations after the Fair, but they went to the Independent Record this year. Since that Committee hasn't had a debriefing meeting yet, we don't have the results from those evaluations. Overall Carol felt the Fair went really well. It is still a good event for the public and a good networking opportunity for Job Service staff in building relationships with potential employers. Kelly was concerned about the IR media coverage of the event. Discussion followed about the Career Fair in general, costs, and in-kind trades for services. Carol said that Catie Poteet, who had been the main IR person working the Fair, left that position the day after the Fair. Gary made a recommendation that JSEC make a contact with the IR right away to see if we can get a replacement to serve on the Committee. He felt that was one way to keep a good partnership. Carol said Tom (who is in management at the IR) was still with the IR and had been invited to be on the JSEC Committee. Charles added that he has been to every job fair in the State since January, and felt that the Helena Fair went really well. Alan said that the first-year aviation students helped set up and tear down and were very fast at doing so. Tom complimented them and bought them pizza.

Hidden Agenda: Kelly invited everyone to American Federal Savings Bank's grand opening for their new Skyway branch across from Costco. She also mentioned that since American Federal had donated to the Conference already, they requested that we not sell any raffle tickets to any of their employees or immediate family members. Kelly is involved with the Helena Chamber of Commerce Young Professionals group. Membership with the Chamber is not required however. Kelly said it is a great opportunity for people 21 to 40 years old. It will be an alternative of sorts to the 'Business after Hours'.

Gary wanted to open for discussion a subject that had been tabled at our last meeting. He had a chance to talk to Dave a little more about incorporation of the JSEC and protection of the officers. The shorter version of incorporation previously discussed still gives protection and the benefit of a tax right off. A committee cannot have gross receipts of over \$5,000.00 per year for this type of incorporation. Dave has discussed this category with the Montana Department of Revenue, and he said it looks like it would work for our Committee for now. There was some discussion about being able to make donations to the JSEC under this umbrella. Larry made a motion that as soon as the Conference is over, we begin the process of incorporation under the shorter version. Kelly seconded, and the motion passed. Carolyn asked if Dave wanted to identify people to work with him during the process. Gary and Robert volunteered. Sandy will get the 'history' file to Dave so that they have that information, since it is needed to file.

Larry mentioned that he belonged to the LEADS Club, which represents business people from all different community businesses. They meet once a week on Wednesday morning, and he invited anyone from our group to join if they were interested. At their last meeting they had a speaker from

the Department of Labor and Industry, the Rapid Response Program. This program helps employers from around the State when they have layoffs. Larry said that the Club was quite impressed. If employers are interested in the Rapid Response Program, they should contact their local Job Service.

Larry also announced that the Wine Fair for the Military Museum would be on May 8. Also, the Military Affairs Committee of the Chamber of Commerce will be holding an air show on June 27 and 28, 2009. There will be opportunity for businesses to sponsor a table or donate. There will also be vendor tables available.

Meeting adjourned.

Next Meeting:

- May 13, 2009
- Wednesday
- 3:30 p.m.
- Helena Job Service
- Room 1
- Treats – Alan Thompson